



# MANITOBA SOCCER ASSOCIATION POLICIES AND ADMINISTRATIVE PROCEDURES



## **NOMINATIONS COMMITTEE TERMS OF REFERENCE**

### **STATEMENT**

The Manitoba Soccer Association (MSA) is committed to a Board of Directors with diverse skills and inclusion of Board Members from diverse communities within the province (e.g. ethnicity, language, gender, etc.).

### **BACKGROUND**

In accordance with the MSA By-Laws.

The Nominations Committee shall provide the list of candidates for election as Directors including when applicable, the position of President to be elected. Subject to the MSA By-Laws the list of candidates provided may include the individuals currently on the Board. The list of candidates shall be published to the Members by electronic means no less than 30 days before the date of the Annual General Meeting in which the election is to be held.

The Board will approve the terms of reference for all Committees. The Board may delegate any of its powers, duties, or functions to any Committee.

### **ROLE OF THE COMMITTEE**

The role of the Committee is as follows:

1. Recruit candidates for Directors and the President,
2. Shall also receive all other nominations for Directors and the President,
3. Prepare slate of candidates for election as provided in these By-Laws, and
4. Assist the Board and its committees in recruiting suitable members for Board committees.
5. Consist of not less than three (3) members except where that quota cannot be filled and nominations are required for a coming Annual General Meeting, including the chair, but the President shall not be a member.
6. Welcome diversity and encourage nominations from diverse communities within the province (e.g. ethnicity, language, gender, etc.).

### **PROCEDURES**

- Quorum to be a majority (50%+1) of the members of the Committee.
- Decisions to be made by majority (50%+1) vote of the members



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- In the Chair's absence he/she will appoint one of the other Committee members to serve as Chair.
- Meetings to be held as required and, if necessary, by conference call; decisions may be made as a result of an e-mail vote.

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APPROVED BY: Manitoba Soccer Association Board of Directors

DATE OF APPROVAL: June 12, 2018